

Panaji, 24th April, 1986 (Vaisakha 4, 1908)

SERIES I No. 4

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

GOVERNMENT OF GOA, DAMAN AND DIU

Department of Personnel and Administrative Reforms

Notification

15/8/86-PER

Government had under consideration the question of prescribing the training programme for Probationary Officers in the cadre of Mamlatdar/Joint Mamlatdar/BDO. Accordingly, the Government is pleased to prescribe the training programme as shown in the Annexure enclosed.

2. The Collector of Goa may please ensure that the training of the Probationary Officers in the said cadre is conducted as far as possible in accordance with the training programme and variation in the details of their training programme should be allowed only in genuine cases with the approval of the Government. No variation should, however, be made so as to change the general pattern of the training laid down.

3. The Probationary Officers in the said cadre deputed for training should be asked to maintain a monthly diary in a narrative form so as to give the Collector of Goa an idea of the training they secured. They should also be asked to give in writing their suggestions, if any, regarding the work which they are called upon to do. The Probationary Officers undergoing training should be asked to submit their diaries to the Collector of Goa for his perusal.

4. The Collector of Goa should obtain quarterly reports from the Head of Departments/Offices and others to whom the Probationary Officers are attached for training, showing whether the trainees have taken sufficient interest in their training and acquired fairly good knowledge of the work they are supposed to learn. The Collector, Goa should give such instruction to the officers conducting the training, as may be necessary. The Collector of Goa should also take continuous personal interest in the training of these officers at every stage and at the end of the training furnish his report to the Government about the performance of the trainee Officers.

3. The Heads of Departments/Offices to whom Probationary Officers will be attached should draw detailed training programme during the training

period of the officers in their respective Departments/Offices and send a copy of the same to the Collector, Goa.

By order and in the name of the Administrator of Goa, Daman and Diu.

N. P. Gaunekar, Under Secretary (Personnel).

Panaji, 7th April, 1986.

ANNEXURE

Training Programme for Probationary Mamlatdars/
Joint Mamlatdars/Block Development Officers
for a period of one year

A. Office of the Mamlatdar (2 months)

First one month—During this period the Probationary Officers should be attached to an experienced Talathi to learn thoroughly the working of—

1. Record of Rights/Maintenance of records of right after promulgation/inspection of crops and maintenance of its register, etc.
2. Recovery of Land Revenue and other Government dues.
3. Detection of encroachments, etc.
4. Preparation of index of lands.
5. Transfer of ownership or other rights—Mutation entries.
6. Matters regarding Bund, Sluice gates, prevention of introduction of saline water in paddy fields, etc.

Next half month—The Probationer should be attached to a Tax Inspector and Circle Inspector for acquiring knowledge regarding—

1. Recovery and other revenue matters.
2. Matriz Predial (Land Tax), Entertainment Tax, etc.
3. Inspection of cinemas.
4. Certificates of Mutations in record of rights.
5. Inquiry in land conversion cases.
6. Preparation of reports to be made to the Mamlatdar.
7. Valuation of lands and properties.
8. Handing over possession of land or dwelling house to tenants, etc. under Agricultural Tenancy Act, 1964.

Next half month — During this period the Probationer should be attached to a Mamlatdar and he should acquire knowledge of the actual working of each Section in the office and should personally work out cases pertaining to each compilation. The Mamlatdar should also arrange for the study of the proceedings in cases under the different legislations for the benefit of the Probationer.

The Probationer should also —

1. Accompany the Mamlatdar on tour and help him in his work.
2. Work as Tax Inspector/Head Clerk/Aval Karkun at least for a week.
3. Prepare reports to be submitted to the Deputy Collector/Collector.

B. Office of the Block Development Officer (1 month)

During this period the Probationer should be attached to a Block Development Officer. He should learn the working of the Village Panchayats and should acquire the knowledge of work of Village Panchayat Secretary and Gram Sevak. In Block Office he should acquire knowledge of the actual working of each Extension Officer. He should also —

1. Accompany the Block Development Officer on tour and help him in his work.
2. Prepare reports of the inspection of Village Panchayats to be submitted by the Extension Officer (Panchayats) to the Block Development Officer and Deputy Collector/Collector.

C. Directorate of Land Survey (one month)

During this period the Probationer should be attached to the office of the Mamlatdar for Record of Rights and Enquiry Office, City Survey for acquiring knowledge regarding: —

1. Cases of Record of rights.
2. Working of Talathis, Circle Inspectors and Aval Karkuns.
3. Working of Field Surveyors in demarcation of land.
4. Valuation of properties.
5. Determination of rightful owner of each piece of land, etc.

D. Directorate of Accounts (2 weeks)

The Probationer should be placed under an Accounts Officer during this period to have first hand experience of the Treasury and accounts procedures and various functions and duties of Drawing and Disbursing Officers.

E. Directorate of Social Welfare (one week)

During this period the Probationer should be given knowledge of various schemes available for the benefits of Scheduled Castes and Scheduled Tribes Communities, etc.

F. Provedoria (Institute of Public Assistance) (one week)

The Probationer should acquire knowledge of various schemes on which he will have to act while working as Mamlatdar or Block Development Officer.

G. Collectorate of Goa (Two months)

During this period the Probationer should be attached to the main dealing hands in the office. The Probationer should dispose a portion of work of dealing hands and also record brief notes on the work of some of the dealing hands. During this period he should also acquire knowledge of working of each section of the office of the Deputy Collector.

H. Rural Development Agency (2 weeks)

In this Agency, the Probationer should acquire knowledge of implementation of various schemes vis-a-vis the procedures, etc., during the period of two weeks.

I. Town Planning Department (one week)

The Probationer will be attached to the Town Planning Department for a period of one week during which he will acquire knowledge of various schemes and legislations administered by the Department.

J. Co-operative Department (one week)

The Probationer should acquire knowledge of various schemes and legislations on which he will have to act while working as Mamlatdar or Block Development Officer.

K. Appointment as Joint Mamlatdar (three months)

On his appointment as Joint Mamlatdar, the Probationer will independently dispose such of the Revenue and other cases as may be allotted/transferred to him by the full fledged Mamlatdar of the Taluka or by the Deputy Collector or by the Additional Collector or by the Collector or by the Government.

L. Institutional Training (one month)

During this period the Probationer should undergo Institutional Training in any of the Training Institutes in Maharashtra or any other State for acquiring knowledge of office procedure, service matters and modern management techniques.

Public Works and Urban Development Department

Notification

4/56/76-UDD (Part file) (1)

In exercise of the powers conferred by sub-section (3) of section 18 of the Goa, Daman and Diu Town and Country Planning Act, 1974 (21 of 1975), the Government of Goa, Daman and Diu, after consultation with the Goa, Daman and Diu Town and Country Planning Board, hereby amalgamates the Candolim, Calangute and Anjuna planning area notified vide Notification No. 4-56-76-UDD (O) dated 19-11-1976, the Mapusa Planning area notified vide Notification No. 4-56-76-UDD (L) dated 19-11-1976

and published in the Official Gazette No. 52, Series I, dated 29-3-1977 and the Panaji Planning area notified vide Notification No. 4/56/76-UDD (1) (2) (3) dated 4-4-1985 and published in the Official Gazette No. 4, Series I, dated 25-4-1985 into one planning area to be known as Panaji Planning area, comprising areas as specified in column 1 of the Schedule appended hereto with boundaries as indicated in column 2 thereof.

By order and in the name of the Administrator of Goa, Daman and Diu.

A. V. Pimenta, Under Secretary (PW & UD).

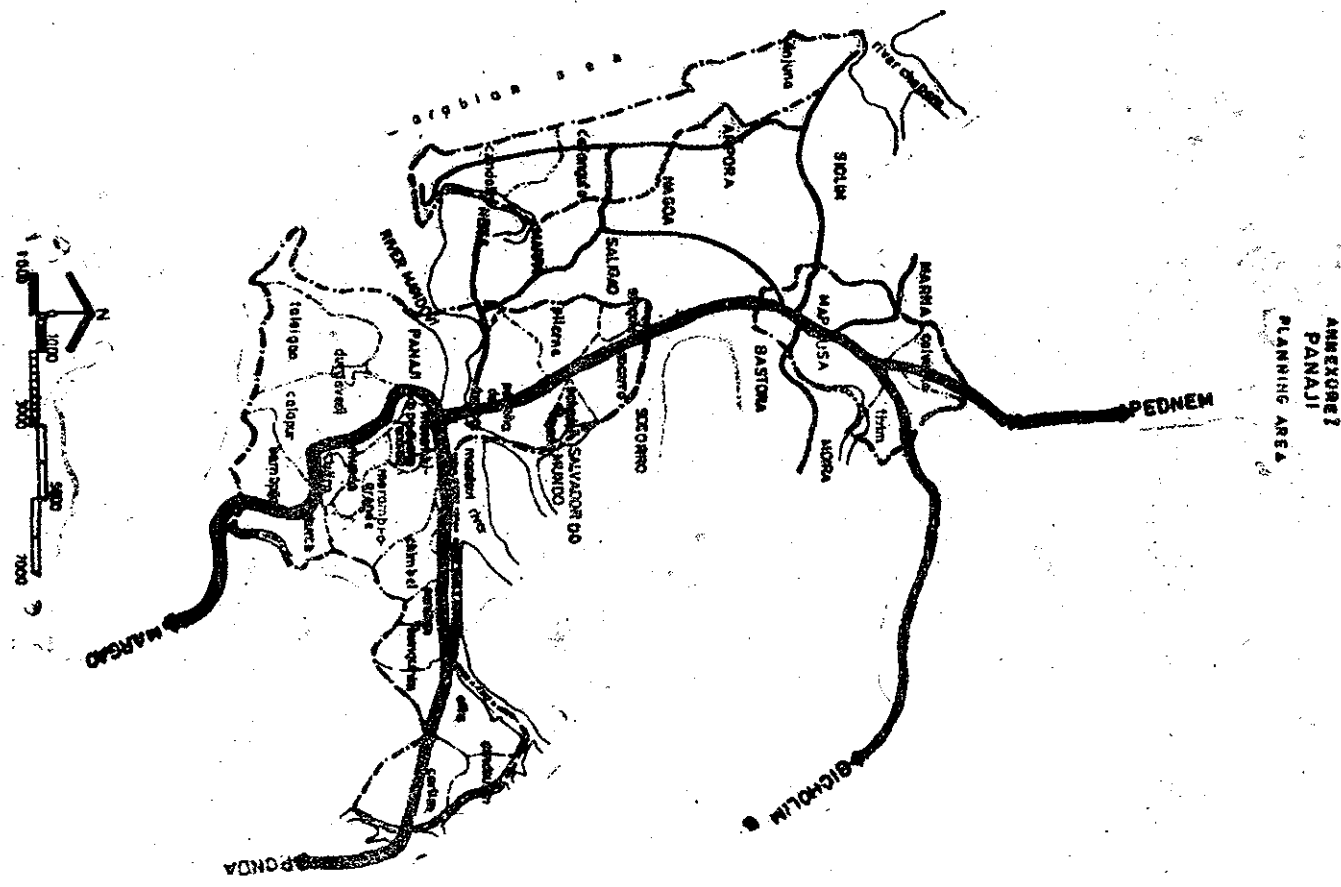
Panaji, 1st April, 1986.

SCHEDULE

Area	Boundaries of the area
1	2
1) Areas comprising of Panaji Municipal area, entire revenue village areas of Taleigao, Durgavadi, Calapur, Murambi-O-Piqueno, Murambi-O-Grande, Renovadi, Murda, Cujira, Bambolim, Curca, Chimbél, Panelim, Bainguinim, Ella, Corlim, Gandaulim, Penha de Franca and parts of the areas of Reis Magos, Pilerne, Sangolda, Socorro (Serula) and Salvador do Mundo revenue villages.	1) West: Western boundary of Panaji Municipal area and three parts of Reis Magos, Pilerne and Sangolda revenue villages. North: Part of Socorro (Serula) revenue village and eastern parts of Socorro (Serula), Salvador do Mundo revenue villages and then eastern limit of Penha da Franca revenue villages and then Mandovi river. East: Eastern limit of Gandaulim revenue village and the northern and

2) Area comprising of Mapusa Municipal area, parts of Colvale and Tivim revenue villages.	2) West: Western part of Colvale revenue village and western limits of Mapusa Municipal area. North: Northern parts of Colvale and Tivim revenue villages. East: Eastern parts of Tivim village and eastern limits of Mapusa Municipal area. South: Southern limits of Mapusa Municipal area.
3) Area comprising of Candolim, Calangute revenue villages and the part of the area of Anjuna revenue village.	3) West: Arabian Sea. North: Chapora river. East: Eastern limits of Candolim and Calangute revenue villages and eastern part of Anjuna revenue village. South: Mandovi river.

(A detailed plan of the areas covered is shown in the Annexure to this Notification).



Notification

4/56/76-UDD (Part file) (2)

In exercise of the powers conferred by sub-section (3) of section 18 of the Goa, Daman and Diu Town and Country Planning Act, 1974 (21 of 1975), the Government of Goa, Daman and Diu, after consultation with the Goa, Daman and Diu Town and Country Planning Board, hereby amalgamates the Cavelossim, Colva and Benaulim planning area notified vide Notification No. 4-56-76-UDD (M) dated 19-11-1976 and published in the Official Gazette No. 52 Series I dated 29-3-1977 and the Margao planning area notified under Notification No. 4-56-76-UDD(4) (5) dated 4-4-1985 and published in the Official Gazette No. 4, Series I, dated 25-4-1985 into one planning area to be known as Margao planning area comprising areas as specified in column 1 of the Schedule appended hereto with boundaries as indicated in column 2 thereof.

By order and in the name of the Administrator of Goa, Daman and Diu.

A. V. Pimenta, Under Secretary (PW & UD).

Panaji, 1st April, 1986.

SCHEDULE

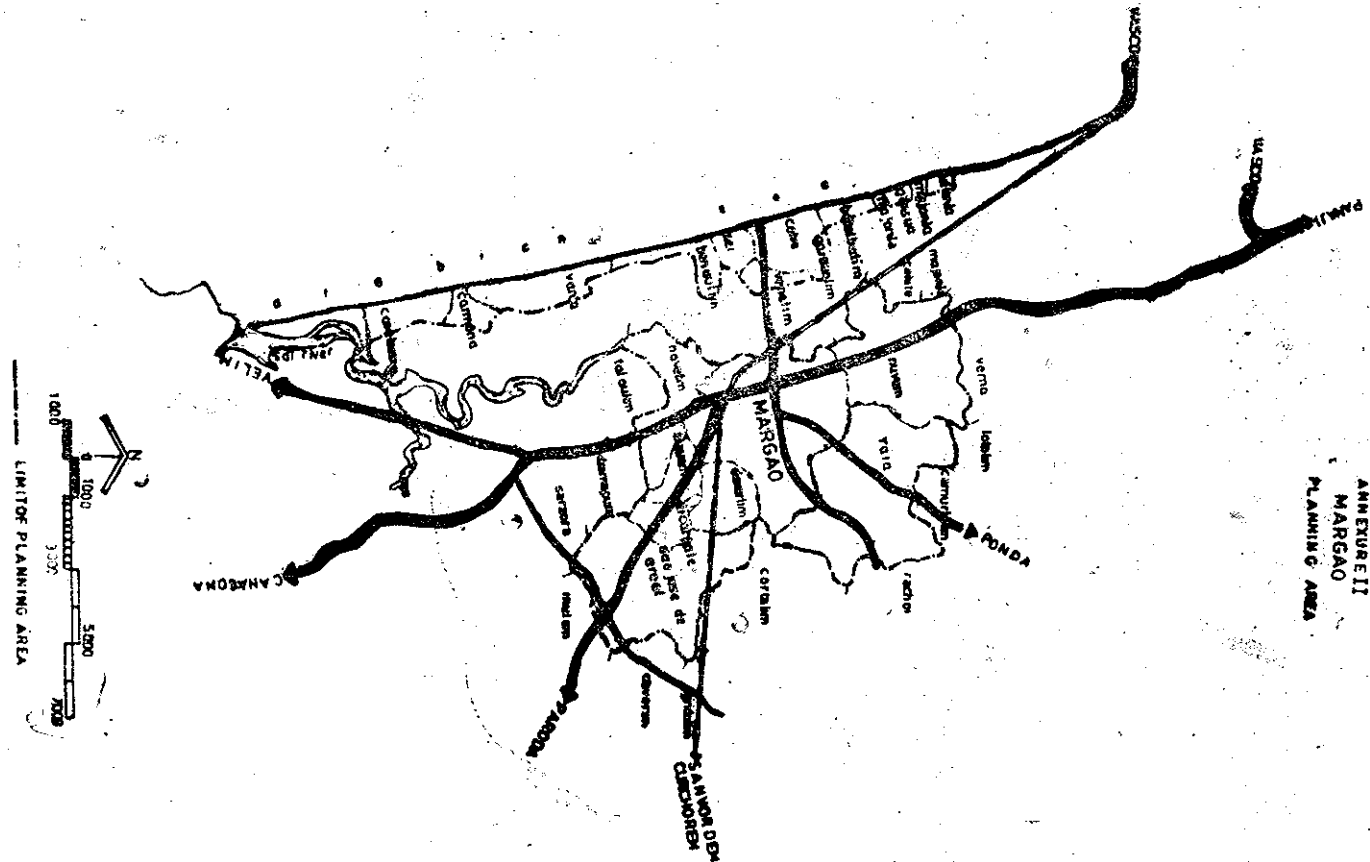
Area		Boundaries of the area	
1		2	
1) Area comprising of Margao Municipal area and entire Revenue village areas of Nuvem, Raia, Sao Jose de Areal, Davorlim, Dicarpale, Aquem and Navelim.		1) West: Western boundary of Navelim Revenue Village, Western boundary of Margao Municipal Area and Western boundary of Nuvem Revenue	

2) Area comprising of part of Cavelossim, Carmona, Varca, Benaulim revenue villages the whole of the areas of Sernabatim, Colva, Vanelim, Gaundaulim and part of Betalbatim, Gonsua, Majorda, Utorda revenue villages.

village.
North: Northern boundary of Nuvem Revenue village and Northern boundary of Raia revenue village.
East: Eastern boundary of Raia Revenue village, Eastern boundary of Margao Municipal area and Northern & Eastern boundary of Sao Jose de Areal revenue village.
South: Southern boundary of Sao Jose de Areal revenue village, Southern boundary of Dicarpale revenue village, Southern boundary of Aquem revenue village and Southern boundary of Navelim revenue village.

2) West: Arabian Sea.
North: Northern limits of Utorda revenue village.
East: Eastern parts of Utorda, Majorda, Gonsua, Benaulim revenue villages and then the eastern limits of Gaundalim, Vanelim, Sernabatim revenue villages and then the eastern parts of Benaulim, Varca, Carmona and Cavelossim revenue villages.
South: The southern part of Cavelossim revenue village.

(A detailed plan of the areas covered is shown in the Annexure to this Notification).



Directorate of Municipal Administration

Notification:

10/47/85-DMA (Vol-I)

In exercise of the powers conferred by section 73(2) (b) of the Goa, Daman and Diu Municipalities Act, 1968 and all other powers enabling me in this behalf, I, Denghnuna, the Director of Municipal Administration, make the following revised Recruitment Rules to Group 'C' & 'D' posts in the Municipal Councils of this Union Territory of Goa, Daman and Diu.

1. **Short title.**—These rules may be called Goa, Daman and Diu Municipalities Group 'C' & 'D' (Ministerial and non Ministerial non Gazetted) posts recruitment Rules, 1986.

2. **Application.**—These rules shall apply to the posts specified in Col. 1 of the Schedule to these Rules.

3. Classification and scale of pay. — The classification of the posts and the scales of pay attached thereto shall be specified in Col. 3 and 4 of the said schedule.

4. **Method of recruitment, age limit and other qualification.**—The method of recruitment of the said posts, age limit, qualifications and other matters connected therewith shall be as specified in Col. 5 to 13 of the aforesaid schedule, provided that:—

- a) The maximum age limit specified in the schedule in respect of direct recruitment may be released in the case of candidates belonging to the Scheduled Castes/Scheduled Tribes and other special categories (to the extent it is being done for candidates belonging to these communities for recruitment to posts under the Government of Goa, Daman and Diu) and
- b) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment unless the Government after having been satisfied that there are special grounds for doing so, exempts any such candidate from the operation of this rule.

5. The post of Translator-cum-Archivist is not included in the general category and the same is redesignated as Head Clerk alongwith its incumbent.

6. These rules shall come into effect from the date of the Notification and shall relate to appointments to the various posts made on or after this date. The appointments made prior to this date in exercise of the powers vested in the President, the Standing Committee and the Municipal Council, as the case may be, under section 73(4) (b) of the Goa, Daman and Diu Municipalities Act, 1968 or any other powers in this behalf, shall be regularised in accordance with these Recruitment Rules.

Denghnauna, Director of Municipal Administration.

Panaji, 10th March, 1986.

SCHIEDLICH

Name of the post	No. of posts	Classification	Scale of pay	Whether selection or non-selection post	Age limit for direct recruitment	Educational and other qualifications requested for direct recruits	Whether age and Educational Qualifications prescribed for the direct recruits will apply in the case of promotions	Period of probation if any	Method of recruitment, whether by direct recruitment/transfer by deputation/transfer, and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	It is D. P. C. exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recommendations
1	2	3	4	5	6	7	8	9	10	11	12	13
1) Superintendent	—	Group 'C' Non-Gazetted, Ministerial	Rs. 550-20- -650-25- -750	Selection	N. A.	N. A.	N. A.	2 years	Promotion failing transfer/deputation from Govt. Department	Promotion from Head Clerk having 5 years experience in the grade failing transfer of Superintendent from any Government Department.	1) President/Minister 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council	

1	2	3	4	5	6	7	8	9	10	11	12	13
2) Head Clerk	—	— do —	Rs. 425-15-500-EB-15-560-20-700	— do —	— do —	— do —	Age: No Qls. Minimum S. S. C.	— do —	Promotion failing transfer on deputation	Promotion from UDC/Jr. Steno/Storekeeper/Accounts Clerk/Cashier/Market Inspector having 3 years standing in the grade failing transfer of Head Clerk from the Collectorate of Goa or any other Government Department.	1) President/ Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council	—
3) U.D.C./Accts. Clerk/Treasurer/Cashier	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	— do —	— do —	— do —	— do —	— do —	Promotion from L.D. Cs. having 3 years standing in the grade failing transfer of UDC from the Collectorate of Goa or any other Government Department.	— do —	—
4) L.D.C.	—	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	18-30 years	1) S. S. C. 2) Typing having 30 w.p.m.	Age: No Qls. Yes	— do —	50% Promotion 50% direct recruitment	Promotion from all Group 'C' & 'D' employees based on Common seniority with 3 years experience.	— do —	—
5) Jr. Steno	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	N. A.	18-30 years	1) S. S. C. 2) Shorthand with 100 w.p.m. 3) Typing having 35 w.p.m.	Age: No Qls. Yes	2 years	Promotion failing by direct recruitment	Promotion from L.D. Cs/Asstt. Municipal Inspector/Site/Supervisor.	1) President/ Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council	—
6) Peon	—	Group 'D' Non-Gazetted Non-Ministerial	Rs. 196-3-220-EB-3-232	Non-Selection	— do —	1) VII Std. 2) Knowledge of Konkani, English, Marathi and Hindi.	— do —	— do —	— do —	Promotion from all Group 'D' employees with 3 years experience based on combined seniority.	— do —	—
7) Recovery Officer	—	Group 'C' Non-Gazetted, Ministerial	Rs. 425-15-500-EB-15-560-20-700	N. A.	N. A.	N. A.	N. A.	N. A.	Transfer on deputation from Govt. Department	Transfer on deputation of Head Clerk/Aval Karkun/Special Recovery Officer or U.D.C. with 5 years experience from Government Department.	N. A.	—

8) Store-Keeper	→	Group 'C' Non-Gazetted, Ministerial	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	N.	N. A.	Age: No Qls. Minimum S. S. C.	2 years	Promotion	Promotion from LDCs /Asstt. Mun. Inspector/Site Supervisors with 3 years experience in the grade with minimum Educational Qualification of S.S.C.	1) President/ Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council
9) Accountant	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 425-15-560-EB-20-640	— do —	21-30 years	1) B.A. with Economics or B.Com with Advanced Accountancy as a subject. 2) Experience in Accounts and/or Audit for a period of 3 years.	N. A.	2 years The candidates both direct and promotees will be deemed to have completed satisfactorily the period of probation only after having passed the final Examination of Accountant of Accounts Cadre of Directorate of Accounts	Promotion 75% (Promotion failing which direct recruitment) Direct recruitment—25%. Failing either of the two transfer/deputation (The period of deputation ordinarily to be 3 years)	Promotion: UDCs/Accounts Clerks/Treasurer/Cashier with at least 3 years experience in Accounts work, failing which transfer/deputation of a suitable official holding analogous post in the Government Department.	— do —
10) Draftsman Grade-I	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 425-15-500-EB-15-560-20-700	Selection	21-30 years	1) S. S. C. 2) Diploma in Civil Engineering preferably with one year's experience of Draughtsman.	N. A.	2 years	By promotion failing which direct recruitment	Promotion from Draughtsman Grade II with five years service in the Grade.	1) President/ Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council
11) Draftsman Grade-II	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	18-30 years	1) S. S. C. 2) Certificate / Diploma of recognised I. T. I. preferably with one year experience.	— do —	— do —	— do —	Promotion from Draughtsman Grade III with 3 years service in the grade.	— do —

1	2	3	4	5	6	7	8	9	10	11	12	13
12) Draftsman Grade-III	—	— do —	Rs. 260-8-300-EB-8-340-10-380-EB-10-430	N. A.	— do —	— do —	— do —	— do —	By direct recruits	N. A.	— do —	—
13) Accounts and Taxation Officer	—	— do —	Rs. 550-25-750-EB-30-900	Selection	N. A.	N. A.	— do —	— do —	Promotion failing which by transfer on deputation	Promotion from Accountants with 5 years experience in the grade, failing which Transfer on deputation of Assistant Accounts Officer from the Directorate of Accounts.	— do —	—
14) Librarian	—	— do —	Rs. 425-15-500-EB-15-560-20-700	— do —	21-30 years	1) Graduate of recognised University. 2) Diploma in Library Science from a recognised Institution.	— do —	— do —	Promotion failing which by direct recruit	Promotion from Asstt. Librarian having 3 years experience in the grade.	— do —	—
15) Assistant Librarian	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	N. A.	— do —	1) Higher Secondary. 2) Diploma in Library Science of recognised Institution.	— do —	— do —	Direct recruitment	N. A.	— do —	—
16) Market/Mun. Inspector	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	— do —	Graduate of recognised Institution.	Age: No Qls. Minimum S. S. C.	— do —	Promotion failing by direct recruitment	Promotion from Assistant Mun. Inspector/Site Supervisor L. D. C. based on common seniority with 3 years standing in the grade.	— do —	—
17) Site Supervisor/Asstt. Municipal Inspector	—	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	N. A.	N. A.	N. A.	2 years	Promotion	Promotion from Sr. Supervisors, Attendants with 3 years standing in the grade. 1) President/Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council	—	—
18) Mason	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 260-6-326-EB-8-350	— do —	— do —	— do —	— do —	— do —	— do —	Promotion from Asstt. Mason.	— do —	—
19) Assistant Mason	—	Group 'D' Non-Gazetted Non-Ministerial	Rs. 210-4-226-EB-4-250-EB-5-290	N. A.	— do —	1) Professional experience of 2 years. 2) IVth Std. pass.	— do —	— do —	Direct recruitment	N. A.	— do —	—

20) Mechanic	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	20 years	1) I.T.I. Certificate in mechanics with practical experience of 2 years.	N. A.	Two years	Promotion failing which by direct recruitment	Promotion from Assistant Mechanic with 5 years experience.	1) President/Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council
21) Assistant Mechanic	—	— do —	Rs. 260-6-326-EB-8-350	N. A.	— do —	1) I.T.I. Certificate in mechanics preferably with minimum experience of one year.	— do —	— do —	Direct recruitment	N. A.	— do —
22) Electrician	—	— do —	Rs. 330-8-370-10-400-EB-10-480	Selection	— do —	1) I.T.I. Certificate of electrical wiring with 2 years experience as Electrician.	— do —	— do —	Promotion failing which by direct recruitment	Promotion from street light supervisors.	— do —
23) Street light Supervisor	—	— do —	Rs. 260-6-326-EB-350	N. A.	— do —	I.T.I. Wireman's Exam. Certificate preferably with one year experience.	— do —	— do —	By direct recruitment	N. A.	— do —
24) Sanitary Inspector	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	— do —	1) S. S. C. 2) Diploma in sanitation.	Age: No Qls. Yes	— do —	Promotion failing transfer on deputation, failing which by direct recruitment	Promotion from L. D. Cs./Asstt. Mun. Inspector/Site Supervisors.	— do —
25) Plumber	—	— do —	Rs. 260-6-326-EB-8-350	Selection	18-30 years	I. T. I. Certificate of plumber - cum - fitter or equivalent from recognised Institution.	N. A.	2 years	Promotion failing direct recruitment	Promotion from pipe fitter with 3 years standing in the grade.	— do —
26) Pipe-fitter/Assistant Plumber	—	Group 'D' Non-Gazetted Non-Ministerial	Rs. 210-4-226-EB-4-250-EB-5-290	N. A.	— do —	Certificate course of plumber - cum - fitter	Age: No Qls. Yes	— do —	— do —	Promotion from Group 'D' employees.	— do —
27) Carpenter	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 260-6-326-EB-8-350	— do —	— do —	I. T. I. certificate in the trade of carpentry from recognised Institution with 1 year professional experience.	N. A.	— do —	Direct recruitment	N. A.	— do —
28) Painter	—	— do —	— do —	— do —	— do —	IV Std. pass with practical experience in the trade.	— do —	— do —	— do —	— do —	— do —
29) Driver	—	— do —	Rs. 260-8-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	25-35 years	Essential driving licence of heavy vehicle issued by competent authority.	Age: No Qls: Yes	— do —	By promotion failing which by direct recruitment	Promotion from Group 'D' employees.	— do —
30) Sr. Supervisor	—	— do —	Rs. 260-6-326-EB-8-350	— do —	N. A.	N. A.	N. A.	— do —	Promotion	Promotion from supervisor with 3 years experience.	— do —

1	2	3	4	5	6	7	8	9	10	11	12	13
31) Supervisor	—	Group 'D' Non-Gazetted Non-Ministerial	Rs. 210-4-226-EB-4-250-EB-5-290	Non-Selection	21-30 years	S. S. C.	Age: No Qls: VIII Std. minimum	— do —	50% Promotion & 50% by direct recruitment	Promotion from Mucadam/Gardener based on seniority of eligible person with 3 years experience.	1) President/ Administrator 2) Addl. Director of Municipal Administration 3) Chief Officer of respective Municipal Council	—
32) Mucadam	—	— do —	Rs. 200-3-206-4-234-EB-4-250	— do —	N. A.	VIII Std. pass.	N. A.	— do —	Promotion 50% & 50% by transfer	Transfer from road workers & Trimmers based on seniority. Promotion from all Group 'D' employees based on combined seniority.	— do —	—
33) Gardener	—	— do —	Rs. 210-4-250-EB-5-270	— do —	N. A.	N. A.	N. A.	2 years	Promotion	Promotion from Trimmer having 3 years experience and training in gardening.	— do —	—
34) Trimmer	—	— do —	Rs. 200-3-206-4-234-EB-4-250	— do —	— do —	— do —	— do —	— do —	— do —	Promotion from Group 'D' employees having experience in Gardening.	— do —	—
35) Dog-Shooter	—	Group 'C' Non-Gazetted Non-Ministerial	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	N. A.	21-45 years	Holder of Gun Licence & experience in shooting.	— do —	— do —	Direct recruitment	N. A.	— do —	—
36) Road worker	—	Group 'D' Non-Gazetted Non-Ministerial	Rs. 200-3-206-4-234-EB-4-250	Non-Selection	N. A.	N. A.	— do —	— do —	Promotion	Promotion from all Group 'D' employees.	— do —	—
37) Worker/Labourer/Scavenger/Sweeper/Watchmen	—	— do —	Rs. 196-3-200-EB-3-232	N. A.	21-45 years	— do —	— do —	— do —	Direct recruitment	N. A.	— do —	—
38) Tax-Collector/Bill Collector	—	— do —	Rs. 210-4-226-EB-4-250-EB-5-290	Non-Selection	18-30 years	IX Std.	Age: No Qls: Yes	— do —	25% by Promotion 75% by direct recruitment	Promotion from Group 'D' employees with 3 years service in the grade.	— do —	—